

Gloucester Retirement System

Job Title: Part-time Clerk (28 hours weekly) non union position

Hours: Mon-Thurs 8:30-4:30 (7 hours per day)

Salary: \$20 to \$23 per hour depending upon qualifications

Location: 127 Eastern Avenue, Gloucester, MA 01930

Duties:

- Works under the general direction of the Executive Director and the supervision of the Assistant Administrator
- Answer phones, file, and retrieve mail and other general office maintenance. Quarterly reviews of payroll to make sure deductions are correct for munis codes
- Calculate veteran's purchase and review files for veteran's eligibility
- Update active member's files for missing documents and creditable service
- Prepare and help run Elections for New Board Members
- Help prepare and mail Retiree Affidavits and Inactive and Active Annual Statements and 1099 mailings and monthly retiree payroll mailings
- Enter new Members into Retirement Software and request missing information.
- Obtains, compiles, and maintains pertinent confidential documents regarding Physician's Statement, medical records, accident reports, and the application and processing of disability retirement allowances.
- Regularly review PBI and death audits
- Formulate and maintain procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Responsible for insuring that members with prior service in other MA retirement system have their former accounts transferred to Gloucester Retirement.
- Enter address changes and beneficiary changes in software system.
- Will be required to attend workshops by PERAC requiring travel.

Qualifications:

- Must possess strong mathematical skills and problem solving skills with an attention to detail
- Must be able to work independently and work in a small office environment
- Proficient in Word, Excel, Outlook, and general office equipment such as fax machine , copier, postage machine
- The ability to hear, understand, speak, read, and write clearly and fluently in English using excellent business grammar
- High School Diploma or general education degree (GED).

Benefits:

- After 60 days health/dental/life insurance eligible
- 14 sick days per year, 8 vacation days per year
- pension eligible pro-rated creditable service

Send cover letters and resume by Friday, November 23 2018 to:

Patricia Ivas
Executive Director
Gloucester Contributory Retirement System
PO Box 114
Gloucester, MA 01931